

Employment and Wage Detail Electronic Filing

ICESA SPECIFICATION

Division of Unemployment Assistance (DUA)

Commonwealth of Massachusetts

Effective:

Quarter 4 – 2009 Filing

DUA QUEST

DOCUMENT REVISION HISTORY

Date	Version	Responsible	Reason for Revision
06/04/08	0.01	H Hoffman	Initial Draft
06/13/08	0.02	N Fisher	Review and Update
06/24/08	0.03	M Holte	Updated to include file upload using application
07/08/08	0.04	M Holte	Updated file layout
07/22/08	0.05	M Holte	Updates on review with Theresa DeMarco, Jane Welch, Kathy Wilson and Susan Lynn
09/05/08	0.06	M Holte S Lynn T DeMarco J Welch	Updates based on consolidated comments review
09/17/08	0.07	M Holte	Updates to adjustment reasons per Steering Committee Review
12/11/08	1.0	O. Chernozhukov D Wenzel	Updated for Employer / Agent Communication and use.
12/18/08	2.0	M Holte D Wenzel	Updates from Final Review

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1 INTERFACE: ICESA FILE FORMAT

1.1 INTERFACE SUMMARY INFORMATION

The information that follows provides extensive detail with the key information, data definitions, and formatting instructions for generating ICESA Employment and Wage File for submission to the Massachusetts Department of Unemployment Assistance.

The elements outlined below will be the only elements processed by the system. If other ICESA elements are present, in their designated spaces, these will be ignored. ICESA files can be submitted as *.txt online or via FTP or as *.zip for FTP submissions.

Interface Summary Information	
Interface Name	Electronic Employment and Wage Detail Filing – ICESA Format
Purpose of Interface	The purpose of the ICESA interface is to allow employers and Third Party Administrators (TPA) to upload employment and wage detail information via online or secure FTP file upload processes.
Trigger for Interface	Employer/TPA creates file and either submits via online Employment and Wage Submission process through self-service system; or, via secure FTP file folder designated to individual employers and TPA organizations (by assignment only). Massachusetts Division of Unemployment Assistance processes file in both real-time and batch processing depending on file sizes and system load.
Post-conditions	<ul style="list-style-type: none">• File processed or rejected.• Employment and Wage records posted to employer(s) account(s).• UI and UHI Contributions and Charges are calculated and posted.• Online Filers receive real-time edits, calculation notice, and confirmation.• FTP Filers receive FTP Acknowledgement File

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Interface Summary Information	
Frequency/Schedule	<ul style="list-style-type: none">• Online files within size limits are processed online in real time; real time edits are displayed for the user.• Online files outside size limits are processed in batch throughout each day and/or overnight. Edits are displayed available for review via "Submission History" self-service module.• Secure FTP Filers are processed in batch each night.• Secure FTP Filers will be assigned a recommended filing time to accommodate large file sizes and anticipated system loads for quarterly filing.

1.2 RECEPTION / UPLOAD DATA SET INSTRUCTIONS

Reception / Upload Data Set Instructions	
Data Elements	<ol style="list-style-type: none">1. Employer Account Number (EAN)2. Year/Quarter3. Employee SSN4. Employee last name5. Employee first name6. Employee middle initial7. Owner/officer8. Hours worked9. Gross wages10. DOR Withholding Wages11. DOR Amount Withheld12. Unit number13. 12th of the month data employment – month 114. 12th of the month data employment – month 215. 12th of the month data employment – month 316. Adjustment Reason Code
File Extension Format	<p>ICESA (NASWA Standard File Format)</p> <ul style="list-style-type: none">• Length: 275• *.txt• .zip (for FTP only)

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Reception / Upload Data Set Instructions	
Expected Naming Convention	<p>Employer: EmployerID_QTR_YR.txt</p> <p>Example1: 87654321_4_2009.txt</p> <p>Example2 (FTP): 87654321_4_2009.zip</p> <p>Agent (Original): AgentID_QTR_YR.txt</p> <p>Example1: AG654321_3_2010.txt</p> <p>Example2 (FTP): AG654321_3_2010.zip</p> <p>Agent (Adjustment): AgentID_QTR_YR_ADJ.txt</p> <p>Example1: AG654321_3_2010_ADJ.txt</p> <p>Example2 (FTP): AG654321_3_2010_ADJ.zip</p>
File Rejection Thresholds	<ul style="list-style-type: none">• 25% of Entire File Contains Fatal Errors, Entire File is Rejected (See "Data Validation and Error Handling Guide")• Unacceptable File Format (i.e., wrong file length or type)• Unacceptable File Organization (i.e., SSN in Name column)• No wage data (for entire file)

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1.3 OTHER DESIGN INSTRUCTIONS

Other Design Instructions / Miscellaneous Information	
Other Information and Design Instructions	See following supplemental documents for additional information: <ul style="list-style-type: none">• Employment and Wage Submission Guidelines and Information• Sample ICESA File• Questions can be directed to: duaquest@detma.org

1.4 FIELD DEFINITIONS

DUA's new system will ignore any data found within the elements listed below as "N/A". Either fill-in the spaces with blanks or the data outlined by the standard format. As long as the DUA – required spaces are filled in with the correct data, the file will be processed.

Field ID	Field Name	Description
1	Record Identifier	Constant "S"
2	Social Security Number	Employee Social Security Number
3	Employee last name	Employee last name
4	Employee first name.	Employee first name
5	Employee Middle Initial	Employ middle initial
6	State Code	N/A

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Field ID	Field Name	Description
7	Adjustment Reason Code	<p>Enter the adjustment reason code. Valid codes are 1,2,3,4,5,6,7,8. The code descriptions are the following:</p> <ol style="list-style-type: none"> 1. Employment and Wages adjusted because they were not taxable 2. Wages adjusted because worker(s) were hired/terminated 3. Employment and Wages adjusted to correct computer system, data entry or accounting errors 4. Employment and Wages adjusted because they were reported to the wrong state 5. Employment and Wages adjusted because the workers performed services for a different business 6. Employment and Wages adjusted for a non subject employer 7. Employment adjusted 8. Other <p>For "Original Submissions", enter a "0" for Adjustment Reason Code.</p>
8	Blank	Positions 47 to 49 are blank
9	State Qtr. Total gross wages.	Gross wages earned by the employee during the reporting period. No commas or decimals. Right justify zero and fill. For example, Employee A makes \$10,000 a quarter. 00000001000000 should be entered in this field.
10	Total state quarterly wages subject to unemployment taxes	N/A
11	Quarterly wages in excess of the state U.I. taxable wage base	N/A
12	State Qtr. U.I. Total Wages less state Qtr. Excess wages	N/A

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Field ID	Field Name	Description
13	Quarterly State Disability Insurance Taxable Wages	N/A
14	Quarterly Tip wages	N/A
15	Number of weeks worked	N/A
16	Hours Worked	Hours worked during the reporting period. Right justify and zero fill. No decimal allowed.
17	Blank	Positions 135 – 146 are blank
18	Taxing Entity Code	N/A
19	State Unemployment Insurance Employer account Number	The Employer's state UI Account Number.
20	Blank	7 blank characters
21	Unit/Division Location (plant code)	Location code (reporting unit) where work is performed. Right justify and zero fill.
22	Blank	11 blank characters
21	State Taxable Wages	State Taxable Wages (i.e. DOR Withholding Wages) earned by the employee during the reporting period. No commas or decimals. Right justify zero and fill.
22	State Income Tax withheld	State Income Tax Withheld (i.e. DOR Amount Withheld) for the employee during the reporting period. No commas or decimals. Right justify zero and fill.
23	Seasonal Indicator	N/A
24	Employer Health Insurance Code	N/A
25	Employee Health Insurance Code	N/A
26	Probationary Code	N/A

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Field ID	Field Name	Description
27	Officer Code	Owner or Officer indicator – indicates whether or not the employee is an owner or officer of the organization. "1" if Yes. Default Value = "0".
28	Wage Plan Code	N/A
29	12 th of the month employment indicator – month 1	12 th of the Month Employment – indicates whether or not the employee worked on the 12 th day of each month during the reporting period. Enter "1" if employee covered by U.I. worked during or received pay for the pay period including the 12th day of the 1st month of the reporting period. Enter "0" if employee covered by U.I. did not work and received no pay for the period including the 12th day of the 1st month of the reporting period.
30	12 th of the month employment indicator – month 2	12 th of the Month Employment – indicates whether or not the employee worked on the 12 th day of each month during the reporting period. Enter "1" if employee covered by U.I. worked during or received pay for the pay period including the 12th day of the 1st month of the reporting period. Enter "0" if employee covered by U.I. did not work and received no pay for the period including the 12th day of the 1st month of the reporting period
31	12 th of the month employment indicator month 3	12 th of the Month Employment – indicates whether or not the employee worked on the 12 th day of each month during the reporting period. Enter "1" if employee covered by U.I. worked during or received pay for the pay period including the 12th day of the 1st month of the reporting period. Enter "0" if employee covered by U.I. did not work and received no pay for the period including the 12th day of the 1st month of the reporting period
32	Reporting Quarter and Year	Reporting period quarter and year (e.g., 032009 for Jan - Mar of 2009).
33	Date First Employed	N/A
34	Date of Separation	N/A
35	Blank	42 blank characters
36	End of Line Identifier	One position

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1.5 FILE LAYOUT

Field Name	Format	Length	Logic/ Validation
Record Identifier	A/N	1	Always "S"
Social Security Number	Numeric	9	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Employee Last Name	A/N	20	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Employee First Name	A/N	12	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Employee Middle Initial	A/N	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
State Code	A/N or N	2	N/A
Adjustment Reason Code	Numeric	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Blank		3	N/A
State Qtr. Total Gross Wages	Numeric	14	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Total State Quarterly Wages Subject to Unemployment Taxes	Numeric	14	N/A
Quarterly Wages in Excess of the State U.I. Taxable Wage Base	Numeric	14	N/A
State Qtr. U.I Total Wages Less State Qtr. Excess Wages	Numeric	14	N/A
Quarterly State Disability Insurance Taxable Wages	Numeric	15	N/A

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Field Name	Format	Length	Logic/ Validation
Quarterly Tip Wages	Numeric	9	N/A
Number of Weeks Worked	Numeric	2	N/A
Hours Worked	Numeric	3	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Blank		8	N/A
Taxing Entity Code	A/N	4	N/A
State Unemployment Insurance Employer Account Number	Numeric	8	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Blank		7	N/A
Unit/Division Location (Plant Code)	Numeric	4	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Blank		11	N/A
State Taxable Wages	Numeric	14	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
State Income Tax Withheld	Numeric	14	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Seasonal Indicator	A/N	2	N/A
Employer Health Insurance Code	A/N	1	N/A
Employee Health Insurance Code	A/N	1	N/A
Probationary Code	A/N	1	N/A
Officer Code	Numeric	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Wage Plan Code	Numeric	1	N/A

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Field Name	Format	Length	Logic/ Validation
12 th of the Month Indicator – Month 1	Numeric	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
12 th of the Month Indicator – Month 2	Numeric	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
12 th of the Month Indicator – Month 3	Numeric	1	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Reporting Quarter and Year	Numeric	6	See "Error Management and File Rejection" section of "Employment and Wage Submission Guidelines and Information" document.
Date First Employed	Numeric	6	N/A
Date of Separation	Numeric	6	N/A
Blank		42	N/A
End of Line Identifier	A/N	1	N/A